App F IX—4

Previous References 1956 57 (Cur)

File No 85 56

Serial Nos 1, 2

Later References
LLH 42 CXES)

P 12E

MYSORE GOVERNMENT SECRETARIAT

Serial Nos 2

Part B for Oct 1956

SUBJECT

Stationary articles required for the use of the Mysore city Municipality — 1956 1957

WD 05150—GPB—35 000—18 10 56

L 10b 16-18 10 10 56

The Municipal Commr Mysore city Municipality
(thro Ho—pet)

C S →

Director of Printing and
Stationery and Publications

Secretary
8/12/56

Mysore Government Secretariat | File No 3376/M 6f 195 | [App F III 2

Serial No

From

The M/I Comm Mysore Agy-M/Y

C P R 146/ 07 17/18 ⁊ 56

Forwards proposal re Stationery articles required for the use of the M/Y-56-57

It is reported that the M/I Council at its meeting held on ⁊ 5 56 have resolved that the quotation of Messrs R Krishna Swamy, Paper and Stationery Merchants, Mysore for the supply of Stationery articles for 1956-57 for required for the use of the M/Y-56-57

2) The M/I Comm has requested orders of Govt sanctioning the above resolution It is stated that sanction of Govt is required as per Article 27 (3)(a) of Municipal Accounts Manual to incur the expenditure in this behalf.

3) The quotation of Messrs R Krishna Swamy, Paper and Stationery Merchants, Mysore for the supply of Stationery articles for 56-57 as approved by the M/I Council on its resolution dated ⁊ 5-56 may be sanctioned

4) Submitted with a draft G O for approval

25/7

5) The director of printing and stationery may perhaps be consulted unofficially in the first instance on the proposal made

M 30/7

1) R 2/8/57.

Note—Contn Sh eet

3376/M

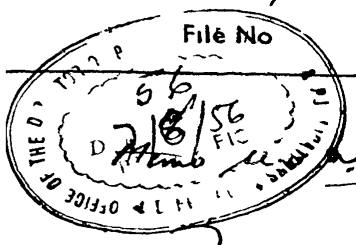
Stationery articles required for the use of the Govt

Mysore Government
Secretariat

File No

of 195 -1956-57

Serial No

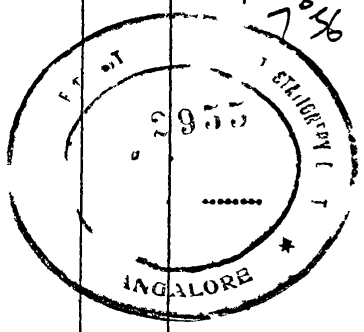


Memo No. 2 D 6
6-8-56

1) Forwarded requisitions to the Director of printing and Stationery for remarks and early return

Bangalore
Dy 6/8/56

Jr Secretary to Govt
Dy Educational Dept
Gr M. 6/8

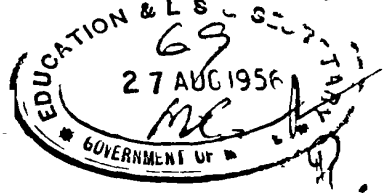


WD 0260—GPB—P 4 5 1 30 000—21-5 55

3376

S 2428 Stationery articles required for the use of the Mysore Ag-Dtg 3

Enefile to 25/8



Retransmitted:-

28/8/56

1) Stationery articles are not being supplied from this office to any of the Municipalities in the State The Municipalities purchase the required stationery from the open market after inviting tenders from firms dealing in Stationery Articles

2) However in the circumstances stated by the Municipal Commissioner, City Municipal Council, Mysore sanction may if Govt approve be accorded for accepting the quotation of Sri R Krishnaswamy, Paper and Stationery Merchants, Mysore for the year 1956-57 as recommended by the Municipal Commissioner, Mysore

3) In this connection it may be stated that the purchase, issue and accounting of stationery articles referred to in Appendix I, J and K is to be made strictly in accordance, with the scales fixed therein A copy of the extract of rule No 20, 21 and 22 relating to the supply, accounting of the stationery articles referred to is enclosed herewith

4) The Municipal Commissioner, City Municipal Council, Mysore may be ~~instructed~~ requested to adopt the rules laid down in the stationery rules referred to above in the matter of issue and accouting of the stationery articles in the interest of economy

A copy of the rules relating to the purchase, issue and accounting of stationery articles has also been sent to him separately for his reference

D S Gurubasavappa

(D S Gurubasavappa)
Director

Hak/-

Subject to the remarks of the Director of Printing and Stationery on the proposal

3376/III

Stationery articles required for the use of the Govt — 56-57

and Orders

13) In the circumstances stated, the proposal of the Govt Commercial Agent accepting the quotation of Sri R Krishnaswamy, Paper and Stationery Merchants, Mysore for the year 1956-57 for supply of Stationery articles may be sanctioned, with the observation that they should adopt the rules laid down in the Stationery Rules (three copy enclosed) in the interest of economy — refer (1) supra

A

31/8

14) A Many thanks

15/9/56

Secy. (Sg)

15) 20/9

EDUCATION & L S G SECRETARY
17 SEP 1956
GOVERNMENT OF MYSORE

16) Submitted with a draft G.O. for approval

25/9/56

Sd

3/10/56

To

The Commr, Mysore
" Controller, S & P
" Director of Printing & Stationery
G.O. No. 410616-18/CR 55-56-2 dt 10/10/56

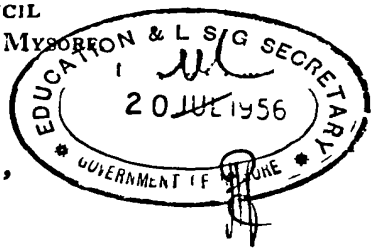
No E II APR146 Cor 85-56-1 3376

CITY MUNICIPAL OFFICES
PBN 17

Mysore Dated 17-7-1956

FROM

THE MUNICIPAL COMMISSIONER
CITY MUNICIPAL COUNCIL



To

The Secretary,
Education and L S G Departments,
Bangalore 1

(Through the President)

Sir,

Subject Stationery articles required for the use of the Municipality - 56-57

Purchases of stationery articles required for the use of Municipality are being made every year from a firm accepted by the unicipal Council after calling for quotations from several firms, the expenditure being met out of the provision made in the Budget

For the current year 1956-57, a sum of Rs 12,000/- has been provided in the budget under the head A I(7) Stationery The Municipal Council have approved the quotation of Messrs R Krishnaswamy Paper and Stationery Merchants, Mysore, for the supply of stationery articles for 1956-57 in their resolution No 72 dated 7-5-1956, except white paper which is obtained from Mysore Paper Mills, Bhadravati

As per Article No 27 D(5)(b) of M A M as the sanction of Government is necessary to incur the expenditure, I request that sanction of Government may kindly be obtained in this behalf and conveyed to ~~the~~ this office very early

Copy of the Municipal Council resolution and list of articles are enclosed for information

Yours faithfully,

(A Viswanath)
Municipal Commissioner

Forwarded w/c

A Krishnamurthy

(A Krishnamurthy Rao)
President

Proceedings of the Adjourned meeting of the Mysore City Municipal Council held in the Municipal offices, on 7-5-1956 at 4 p.m.

---

72 M.C Res No 47/ 0- -1956 recommending that the stationery articles required for the municipality during 1956-57 be obtained from Messrs Kalyan Stores at the lowest rates

Approved

[illegible]

Copy

[illegible]
Municipal Officer

[redacted] meeting of the
Council, held in the Municipal
4 p.m.

[redacted] M.C.Res No.180/15-6-1956 recommending purchase
[redacted] bound note books from Messers R Krishnaswamy & Sons

Approved Purchases may be made at the rates quoted by him

Sd A Krishnamurthy Rao,
President

Copy

Municipal Commissioner

4

Statement of stationery articles approximately required for the year 1956-57

---

1 White paper and buff paper	400 reams
2 T W thin paper (foreign make)	80 reams
3 -do- Thick paper (good quality)	10 reams
4 Blotting paper (foreign make)	2 reams
5 Kraft paper	6 reams
6 T W Carbon sheets(Superior quality)	20 boxes
7 Pencil carbon(Demy size)	1½ reams
8 Bound Books -	-
a) 4 qr books	6 Dozs
b) 2 Qr Books	1 Gross
c) 1 qr books	1 Gross
d) 1/4 size books	6 Dozs
e) 1/8 size books	6 dozs
7 Needles (a) Three cornered big size	6 Dozs
-do English (b) Round small size	6 Dozs
8 Thablak thread	2 Rds
9 Twine Thread	1 Gross
10 Reel Thread (Shivaji)	1 Gross
11 Sealing Wax	10 Lbs
12 Candles	1 Gross
13 Steel pen nibs(foreign)	
a) P Nibs	25 Gross
b) Waverly Nibs	
c) Gold Wing nibs	
d) Red Ink Nibs	
14 Pen-holders (good quality)	1 Gross
15 Kores Ink Pills	
(a) Blue Black	20 tins
(b) Red Ink	15 tins
16 Red and Blue Pencils (foreign)	6 gross
17 Black Lead pencils (foreign)	12 gross
18 Green pencils (foreign)	1 gross
19 Drawing Pencils(Kohinoor)	3 dozs
20 Copying pencils (foreign (Venus or Kohinoor)	2 gross
21 Shorthand pencils (Kohinoor)	3 dozs
22 Cotton tags 3" and 6"	5,000
23 Pin sheets (foreign)	1000
24 Ink pads (Kores)	
25 Pad Ink (Ink bottles (Kores)	1 gross
26 Country gum	18 rds
27 Gloy bottles	3 dozs
28 Pencil rubber	3 gross
29 Ink & Pencil rubber	1 gross
30 T W Ribbons(Kores)	6 Dozs
31 T W Oil	1 doz
32 Shorthand note books	1 gross
33 File Boards with address	250
34 Table pads	2 dozs
35 Superior fluid ink - (Foreign) 12	
36 Glass Ink Bottles	1 gross
37 Pin Cushions	3 dozs
38 Gem clips	50 boxes
39 Double well ink stands-	12
40 Rulers 12" and 18" size - 1 doz	
41 Hand Blotters - 1 doz	
42 Marking Ink(in 24 oz bottles)	2 doz
43 Stencil paper (Gestetner)	30 pkts
44 Stencil Ink Tubes - (Gestetner)	50 tubes
45 Envelopes (a) Square	2500
(b)Superior long	1,000
46 Office trays - 1 doz (superior)	
47 Scissors(superior)	1 doz
48 Pen knives - do	1 doz
49 Table knives do -	1 doz

Commissioner
City Municipal Council
Mysore

Proceedings of the Govt of Mysore

Read CM 85-56-2

Letter no CPR 146/57 17/18 dt 57
from the DM Council Mysore City-Mfg
stating that for the current year
1956-57 a sum of Rs 12,000/- has
been provided in the budget under
the head A 1(7) Stationery and
that the DM Council have approved
the quotation of Messrs R Krishnaswamy,
Paper and Stationery merchants,
Mysore for the supply of stationery
articles for 1956-57 in their resolution
dated 7 5 56 except white paper
which is obtained from Mysore
paper Mills Bhadravathi and
requesting sanction of Govt under
Article 27 2(5)(b) of MMM to
incur the expenditure

2nd cl no Sec 24/28/57 dt 28 5 56
from the Director of printing and
Stationery Bangalore on the subject

Order no C 10616-18 dt
10-10-56

The proposal of the DM Council
Mysore accepting the quotation of
Sri R Krishna Swamy, paper
and Stationery Merchants, Mysore

40 Mysore for the year 1956-57
for supply of Stationery articles
as sanctioned with the observation
that they should adopt the Rules
laid down in the Stationery Rules
in the interest of economy

3/10/56

Dy Sy to Govt
DS Edn & Dept

re

The PA Comm Mysore City-Mg.
Rio the Medy
The Controller & AGs
The Director of Printing and
Stationery, Bglore
Spare 2pc

7

-2-

Letter No.C.P.T.146 dated 17/18th July 1956, from the Municipal Commissioner, Mysore City Municipality stating that for the current year 1956-57 a sum of Rs. 12,000/- has been provided in the budget under the head "A 1(7) Stationery" and that the Municipal Council has approved the quotation of Messrs P.Krishnaswamy, Paper and Stationery Merchants, Mysore, for the supply of stationery articles for 1956-57 in their resolution dated 7th May 1956 except white paper which is obtained from Mysore Paper Mills, Bhadravathi, and requesting sanction of Government under Article 27 D(5)(b) of K.F.M. to incur the expenditure

2) Un-official Note No. S 2468 dated 25th August 1956, from the Director of Printing and Stationery, Bangalore, on the subject.

-:-

ORDER NO. L. 10616-18/ CM 85-58-2

DATED, BANGALORE, THE 10th OCT. 1956.

The proposal of the Municipal Council, Mysore, accepting the quotation of Sri P Krishna Swamy, Paper and Stationery Merchants, Mysore, for the year 1956-57 for supply of stationery articles is sanctioned with the observation that they should adopt the rules laid down in the stationery rules in the interest of economy

(P.RAMANNA)
For Secretary to Government,
Education (M & S) Departments.

FD 6/9.10
TO

The Municipal Commissioner, Mysore City Municipality,
(through the President)
The Controller, State Accounts Department, Bangalore.
The Director of Printing and Stationery and Publication
in Mysore, Bangalore

MST.6/9.10.

GOVERNMENT STATIONERY DEPOT BANGALORE

Extracts of Rule Nos 20 21 and 22 relating to supply and accounting of Stationery Articles

Rule No 20 —Appendices I and J contain lists of (1) articles issued on fixed scale and (2) those that are issued for stated periods respectively Where the standard allowance has been fixed nothing in excess of the standard allowance shall be indented for Articles issued for stated periods shall not be renewed until the expiry of the period prescribed for their use and even then shall only be renewed when the old articles are returned and on a certificate signed by the indenting officer to the following effect —

' I hereby certify that the included in the indent is/are required to replace which was/were supplied in the year and that I have personally ascertained that the has/have worn out by fair usage

In exceptional cases when the old ones are lost after fair usage a certificate to that effect from officers may be accepted and new ones issued by the Director of Stationery

Rule No 21 —Appendix K contains a list of articles which are not consumed by use and may ordinarily be expected to last for an indefinite period No fresh supply of these articles will be made or their renewal permitted without sanction of Government

Rule No 22 —Before indenting for any article mentioned in Appendice J and K which has been lost or damaged or destroyed a report of the fact shall be made by the Officer to the Head of the Department who will in the case of articles contained in Appendix J investigate into the matter and fix the responsibility for the loss or damage or recover the value of the articles and forward a copy of his order to the indenting officer for being sent along with the indent to the Director of Stationery In the case of articles contained in Appendix K sanction of Government is necessary to replace them if the cost of lost articles is not recovered

D S GURUBASAVAPPA
Director of Printing
Stationery and Publications
Government Stationery Depot
Bangalore

APPENDIX I—(*Rule* 20)

List of Stationery Articles issued on fixed scale

	Names of the articles	Period	Gazetted Officers or Heads of Offices	Managers etc Auditors and Accountants	Clerks	Mutchis
1	Black lead pencils	Annual	4	3	3	2
2	Coloured pencils	Do	2			
3	Black ink powder	Do	3 packets to each person			
4	Red Do	Do	1 Do			
5	Pen holders	Do	2	2	2	1
6	Nibs	Per month	6	4	4	3
7	Blotting paper	Do	2 sheets	1 sheet	1 sheet	1 sheet

N B—1 Black and red ink powders should *not* be issued to each individual but the required ink should be prepared by the Office Mutchi and served out

2 The articles will be supplied only according to the prescribed scale and while this scale should not be exceeded in issuing them economy is expected to be effected as far as possible

APPENDIX J—(*Rule* 20)

List of Stationery Articles issued at stated intervals

	Articles	Minimum No of years for which the articles are issued	Scale	Remarks
1	Blotting pad	One year	For each Gazetted Officer	Amildars to be supplied once in two years at one each
2	India rubber pieces	Two years	One per man	
3	Penknives	Four years	One for each Gazetted Officer	
4	Scissors	Do	One for each Gazetted Officer	
5	Green Baize	Do	Two yards for each Gazetted Officer	Amildars to be supplied once in six years
6	Ink glasses	Five years	Two per man	
7	Officer's ink stand	Once for all	One for each Gazetted Officer	
8	Candle stand with globe	Four years	Four (Maximum) per Office	
9	Finger print plates	Five years	One to each Office	
10	Saucer sets	Two years	The required number	To be supplied to the Engineering Railway and other Departments requiring them
11	Artists glasses	Do	Do	Do
12	Bakelite ink stand	Once for all	All Offices	Do

APPENDIX K—(*Rule* 21)

List of Stationery Articles which are not consumed by use and may ordinarily be used for an indefinite period

	Name	*Scale*
1	Wooden or Bakelite ink stands	One to each Official
2	Paper weights	Two for each Gazetted Officer
3	Rulers	One for every 6 Clerks

WD—08717—G P B—1 000—26 4 55

$N \longrightarrow 2$

$C \longrightarrow 7$